

How do local governments receive money from the local road and bridge matching fund?

Local governments will need to submit eligible projects to INDOT for consideration through the annual call for projects. INDOT will open that call for applications on June 5, 2017 and close it on July 14, 2017 at 5:00 p.m. eastern daylight savings time.

What type of projects are eligible for matching funds?

Eligible projects include:

- road and bridge preservation projects,
- roundabouts,
- intersection improvements
- road reconstruction projects,
- disabilities-accessible sidewalks and ramps – and associated curb and gutter work – that intersect with the above listed road projects,
- pipe and small structure replacements,
- guardrail replacement,
- bridge deck overlays,
- warning and regulatory signage.

Local governments that perform their own work, such as chip sealing and crack sealing, can receive funds for the materials. Labor and/or equipment costs are not eligible. Road and bridge projects submitted must be included in the local government's complete asset management plan.

What is the match percentage?

Projects selected will be matched as follows:

- **For a county applicant:**
- 50% match, if the county has a population greater than or equal to 50,000
- 25% match, if the county has a population of less than 50,000
- **For a city or town applicant:**
- 50% match, if the city or town has a population greater than or equal to 10,000
- 25% match, if the city or town has a population of less than 10,000

Can a local government use any funding source to provide their local match?

The local government can use any money authorized for a local road or bridge project. This includes money received by the local government as a special distribution of local income taxes under IC 6-3.6-9-17 or money from the local government's rainy day fund (IC 36-1-8-5.1).

Can a local government transfer funds from one account to another to use for the local match funds?

Transferring funds from one account to another is a decision that is made at the local government level and does not involve INDOT. Consult with your local government's fiscal body, controller and/or clerk-treasurer if you are considering a transfer of funds.

How much matching grant funding is available to each local government?

State law requires INDOT to allocate at least 50 percent of the total funds to counties with a population of less than 50,000. The remaining 50% will be awarded to local governments that reside in counties over 50,000 in population. INDOT caps the award amount at \$1 million per local government each state fiscal year.

How will projects be selected for funding?

INDOT has developed an application scoring sheet for HEA 1002 that is much like the one currently used for local federal aid projects. Scoring categories include:

- Benefit, Need & Quality of Project – Does the project appear to meet community needs? Is it well planned, widely supported, well-funded, etc.? Does the project have community-wide and greater benefit in terms of a high percentage of community/visitors/public served? Is the project unique? Does it fill a void in available amenities/facilities? Is a new facility of its type or is sole method to achieve the end result?
- Connection to existing plans – Is the project part of or related to existing plans such as comprehensive, land use, transportation, historic, cultural, tourism, etc.? Projects with regional economic significance will be given a higher priority although this is not the only criteria on which INDOT will score.
- Traffic – Average Annual Daily Traffic (AADT) & Average Annual Truck Traffic (AATT) traffic counts for both cars and trucks
- Bridge classification – Is the bridge structurally deficient, functionally obsolete, does it have a weight restriction, etc.?
- Safety improvements – Does the project reduce crashes or provide safety devices for the motoring public?
- Shovel Ready Projects ready to begin construction almost immediately
- Alignment with Asset Management plans.

What happens if all of the grant money is not used for each call?

By law, State funds that have been appropriated for the matching grant program are dedicated to the program. If funds are left over at the end of a call for projects, the remaining funds will roll over to the next call. Remaining funds will not revert to the general fund or be reallocated for any other purpose.

Can a local government submit multiple projects?

Yes, Local governments may submit multiple projects, however, INDOT will only participate up to the \$1 million dollar cap.

Can local governments bundle projects like resurfacing for multiple streets into one application?

INDOT will be scoring each application separately, and projects should be submitted individually to have the best chance for some projects to receive funding. Bundled projects may be submitted as long as they are of the same work type or treatment, and the bundle will be scored as one project. Local governments should prioritize their projects in the comments section of the application. Bundled projects will either receive 100% of the requested funding or no funding.

What projects are not eligible?

- Railroad crossing upgrades,
- water and sanitary sewer line replacements,
- trails,
- bike paths, and
- enhancement type work.

Enhancement type work includes street lights, street informational signs, decorative pavers, trees, plants, trash receptacles, gateway aesthetics, standalone sidewalk replacements or new installations.

Are drainage projects eligible?

Drainage work that is associated with a specific road resurfacing or reconstruction project is eligible along with pipe replacements to correct drainage. Water line and sanitary sewer separation projects are not eligible.

Are already awarded contracts for road and bridge construction or bought materials eligible for the grant funding?

Yes, projects that have already been procured or materials purchased after January 1, 2017 are eligible for funding as long as state procurement and bidding laws were followed.

When will INDOT announce which projects will receive grant funding for 2017?

The call for projects will be issued June 5, 2017 and closes July 14, 2017 at 5 p.m. Eastern Daylight Savings Time. INDOT intends to issue award letters near the end of August 2017.

If a local government's project is selected for funds, when will the funding be received?

The funding for the state's portion on selected projects will be distributed to local governments once the INDOT-LPA contract has been fully executed, the purchase order has been requested and issued, and INDOT has received the contractors' bid with your award and/or invoices, and INDOT has received proof of payment for materials purchased. If awarded funding, each local government should immediately begin the contract process. It should be returned back to INDOT very quickly as this can take several weeks if not done in an expeditious manner.

If a local government was awarded funds in State FY 2017 (July 2016-June 2017), will it be eligible to submit project applications for funding in State FY 2018 (July 2017-June 2018)?

Yes, prior year grant awards will not preclude a local government from being considered for funding in the future. If funding was given in state FY 2017 and construction hasn't begun by July 14, 2017, state FY 2018 funding will not be given until those projects are under construction.

Are funds received through the grant program required to be used for the project submitted?

Yes, matching funds awarded to local governments must be used on the projects submitted. The funds cannot be spent on other projects. INDOT will require a final proof of payment on the project and will make a site visit to ensure that the project was completed based upon the original scope of work.

If a local government receives grant funding for state FY 2018, do the grant funds have to be transferred to the local government within a certain time frame?

Yes, INDOT will only issue a check to the local governments once all contracts have been executed and a copy of the procured construction contract has been submitted to INDOT. INDOT needs to have your construction contract in hand prior to April 15, 2018 or those funds will go back into the next state FY call for projects. All projects awarded funding should be shovel ready or very close to construction. The April 15 deadline is because we are nearing the end of the state fiscal year when state financial systems shut down.

Once a local government's project is completely constructed, what do I need to do to close out my project?

Once the project is complete, a final proof of payment will need to be sent to INDOT on exactly what the project cost was. If a project is completed under budget, the state's matching funds will need to be returned to INDOT within 30 days of INDOT invoicing the local government. Overruns are all local responsibility.

If a local government does not have an asset management plan, can that government still pursue grant funding?

No, asset management plans are required in order to receive consideration for funding. HEA1002 provides \$250,000 to the Local Technical Assistance Program (LTAP) out of Purdue University to help local governments develop their plans and to provide technical assistance where needed.

Can grant funding be used for preliminary engineering, right of way, railroad/utility cost or inspection?

No, the Community Crossings Grant program is for construction only. Maintenance of traffic is a part of construction.

Does INDOT need to approve my asset management plan before I apply?

All Asset Management Plans should be submitted to LTAP, which will work with local governments to complete and approve all asset management plans. LTAP may contact you if revisions are required to your asset management plan. LTAP can be reached at 1-800-428-7639 or by email at inltap@purdue.edu. LTAP's website is www.purdue.edu/INLTAP.

I'm not sure my project demonstrates "regional economic significance" should I still apply for funding?

Yes, absolutely! Regional economic significance is only one of the factors on which projects will be scored. INDOT will also score based on local support, connectivity and mobility within the local community, traffic volume, project need and quality of the application.

Do federal and state laws apply to any phase of the project?

Yes, Federal and State laws are applicable. Permitting (DNR, IDEM, Corp of Army Engineers, etc.), the Americans with Disabilities Act, historic preservation laws must still be followed. There are many of these, so please be aware of such laws.

If I submitted an asset management plan last year and was approved, do I need to update my plan?

Yes, Pavement Asset Management Plans are living documents and should be updated whenever improvements are made to roads. The complete plan should be updated every 2 years. Bridge Asset Management Plans should be updated every 2 years based upon the bridge inspection cycles.

Can a Local Government apply with other local governments to partner on a road project that crosses multiple jurisdictions?

Yes, multiple local governments including any combination of cities, towns and counties may apply jointly for a matching grant to undertake a project that extends across multiple jurisdictions. The maximum amounts of the joint applicants may be aggregated.

VERY IMPORTANT State Laws that apply:

- I.C. 36-1-12 (Public Works Projects)
- I.C. 8-23-10 (Qualifications of Bidders for Contracts)
- I.C. 5-16-13 (Requirements for Contractors on Public Works Projects)

Useful web links

- <http://iga.in.gov> (Indiana General Assembly website – Indiana Code look up
- <http://www.in.gov/indot/2390.htm> INDOT LPA Program Webpage